

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Appointment of Directorate Records Representatives

REFERENCE : Memo from ExecDir-Comp to Deputies dtd  
26 May '72 Subj: Information Control --  
Archives, History, and Records

1. The referent memorandum outlined several courses of action to solve three elements of Information Control in the Agency. In accordance with that plan I will appreciate receiving from you by July 1 the names of the senior officers you have identified to serve as your Directorate Archivist, Records Management Officer, and representative to the Records Management Board.

2. In the event the officer you appoint can serve only part-time in this Information Control capacity then please include the name of the Officer you have assigned to serve full time as his technical assistant.

3. I have requested publication of an Agency Notice announcing the appointment of [ ] as the Agency Archivist, Records Administration Officer, and Chairman of the Records Management Board. He will serve as the Records Management Officer for the DCI Area.

W. E. COLBY  
Executive Director-Comptroller